



# Employee Self-Service First Time Login Instructions

If you have any questions while logging in please contact your Human Resources or Payroll Office


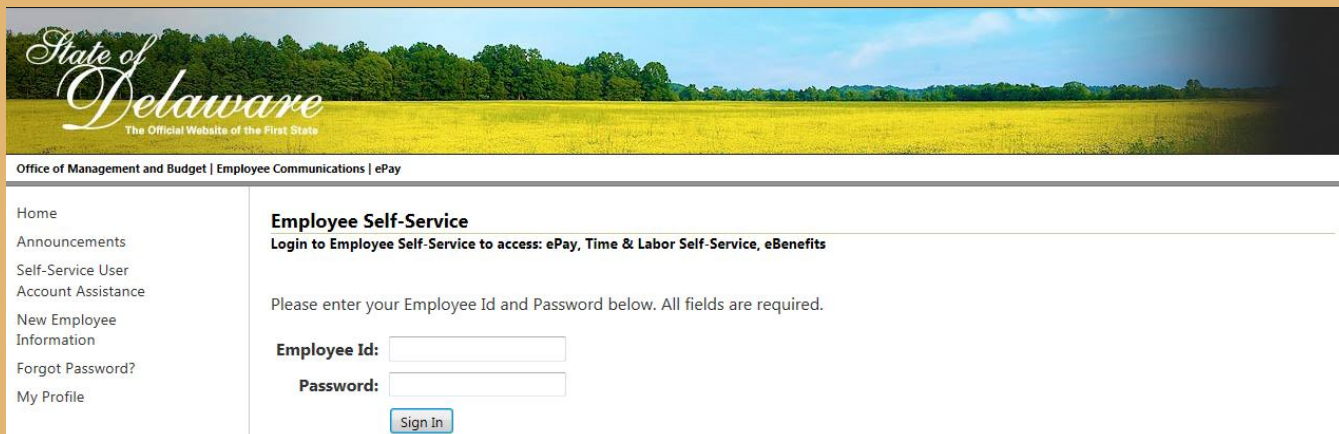
The State of Delaware provides employees the ability to reset their own passwords to the Employee Self-Service login page using Identity Access Management (IAM). IAM eliminates the need for employees to contact the Employee Self-Service Call Center or complete an online request. As part of this enhancement, all State employee self-service passwords will be reset to an “Initial Default Password.” Employees are required to change the “Initial Default Password” and set up Challenge Questions used for the “Forgot Password” functionality.

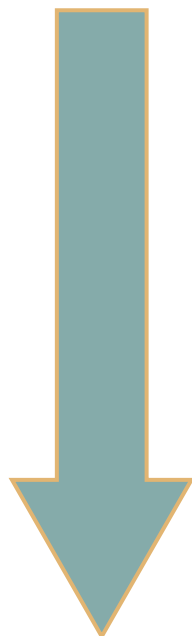
The following pages are detailed instructions for resetting your “Initial Default Password,” registering challenge questions used for “Forgot Password” functionality and registering a State of Delaware work email address.

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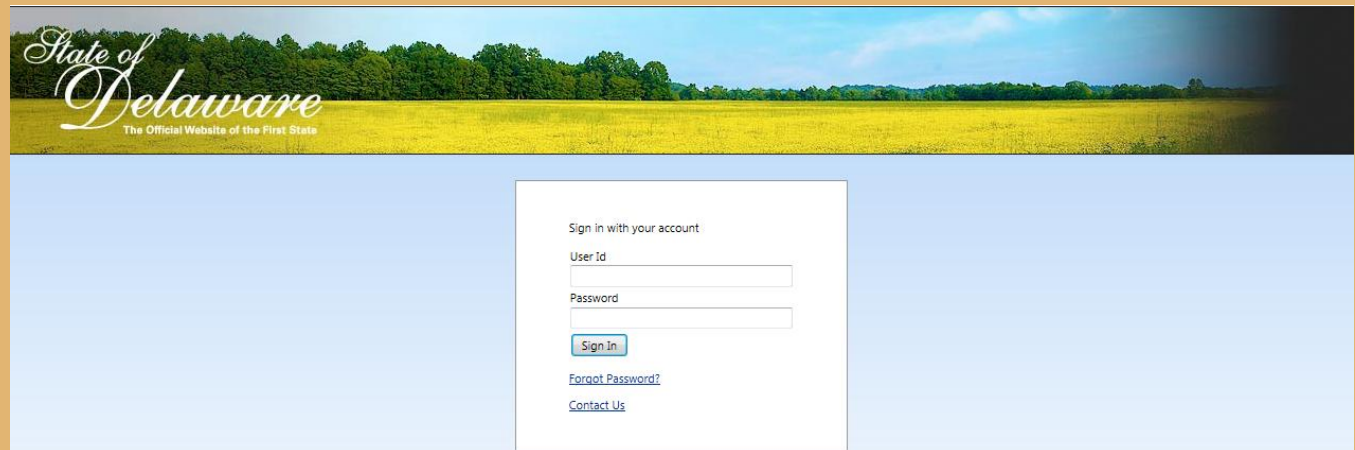
## Login

	<p>Enter <a href="https://eapps.erp.delaware.gov">https://eapps.erp.delaware.gov</a> in your browser address bar.</p> <p>Press <b>Enter</b> or Click <b>Go</b>.</p> <p><i>Note: It is recommended that you save this in your 'Favorites'.</i></p>
<p>The <b>Employee Self-Service</b> website opens</p>	
	
<p>Home</p> <p>Announcements</p> <p>Self-Service User</p> <p>Account Assistance</p> <p>New Employee Information</p> <p>Forgot Password?</p> <p>My Profile</p>	<p>Click <b>My Profile</b>.</p> <p><i>This is for the initial default password set up.</i></p>

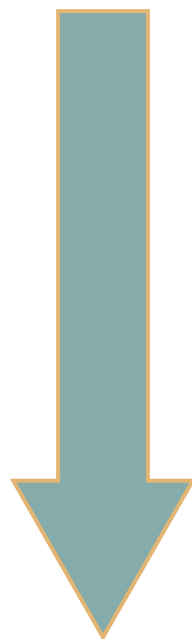


## Set Up Identity & Access Management (IAM) Profile

The **State of Delaware Identity & Access Management (IAM)** sign-in page opens

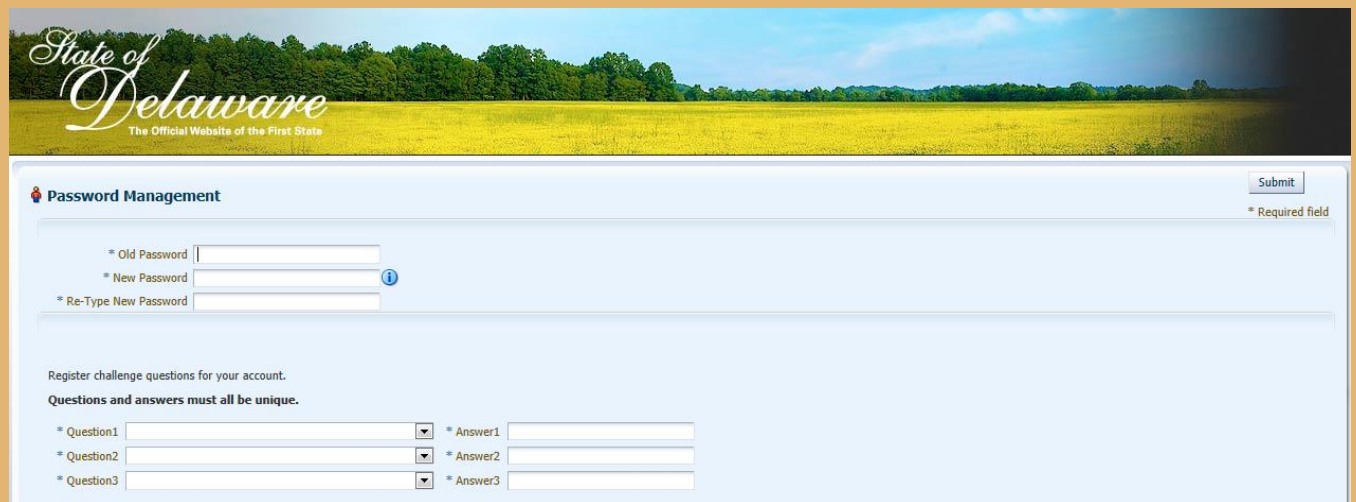


<p>Sign in with your account</p> <p>User Id</p> <input type="text"/> <p>Password</p> <input type="password"/> <p><a href="#">Sign In</a></p> <p><a href="#">Forgot Password?</a></p> <p><a href="#">Contact Us</a></p>	<p>Enter <b>User ID</b> (User ID = six-digit Employee ID number).</p> <p>Enter <b>Initial Default Password</b> (Password = DE\$mmyy####).</p> <p><i>DE = DE (for Delaware)</i> <i>\$ = \$ (Dollar Sign on Keyboard)</i> <i>mm = your birth month (i.e. 04 for April birth month)</i> <i>yy = your birth year (i.e. 72 for 1972 birth year)</i> <i>#### = last 4 digits of your Social Security Number</i></p> <p>Click <b>Sign In</b></p>
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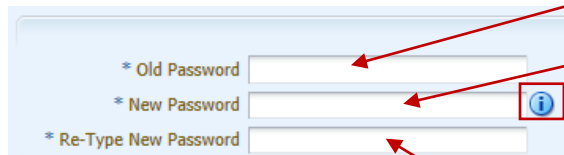
## Reset Initial Default Password and Register Challenge Questions

The **Password Management** page opens.



Note: \* required fields. You will receive messages if all the required fields are not completed.

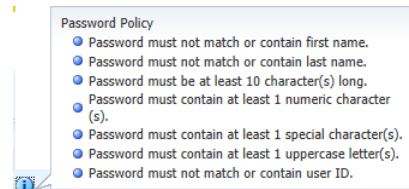
### Reset Password



Enter **Initial Default Password** (Password = DE\$mmyy####).

DE = DE (for Delaware)  
\$ = \$ (Dollar Sign on Keyboard)  
mm = your birth month (i.e. 04 for April birth month)  
yy = your birth year (i.e. 72 for 1972 birth year)  
#### = last 4 digits of your Social Security Number

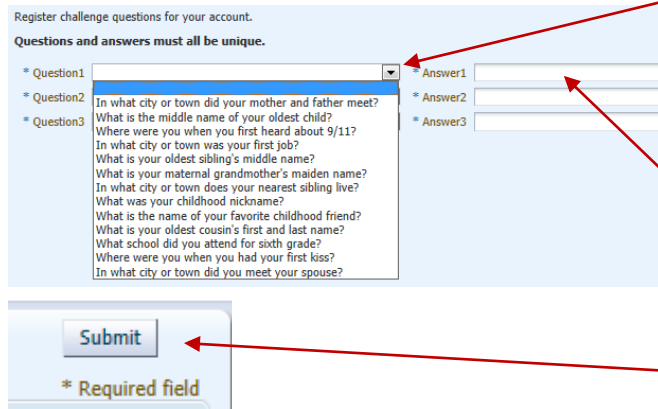
Enter **New Password**. Click on the **Password Policy** information icon and create a strong password in accordance with the Policy.



### Re-Type New Password

Note: These are required fields.

### Register Challenge Questions



Click  to reveal the questions and choose a question for **Question 1**.

Challenge Questions are used for "Forgot Password" functionality.

Questions and Answers must all be unique and are NOT case sensitive.

Tab to **Answer 1** field and type the answer.

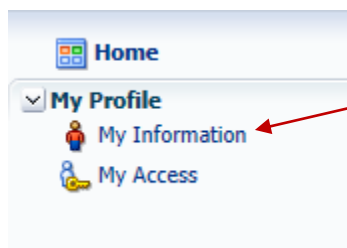
Repeat for **Questions 2 & 3** and **Answers 2 & 3**.

Note: These are required fields.

Click **Submit** located at the top right of the page.

## Register State of Delaware Work Email Address

The **State of Delaware Identity & Access Management (IAM)** home page opens.



Click **My Information**.

The **Basic User & Contact Information** page opens.

Enter **State of Delaware work email address**.

*The email address is used if you have to contact the Self-Service User Account Assistance 800 number.*

*If you enter an email that is not a valid State of Delaware work email address such as @aol.com, you will receive an error message.*

*If you do not have a State email address, contact your Human Resources Office to obtain one and skip to "**Click Home**" below.*

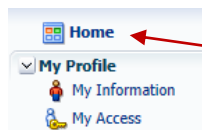
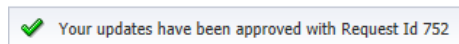
**Tab** or **click** out of the field after entering your email address to activate the **Apply** button.

Click **Apply** located in the upper right hand corner of the page.

A confirmation message will appear at the top of the screen.

*The email field is blank but has been saved and will display the next time the screen is accessed.*

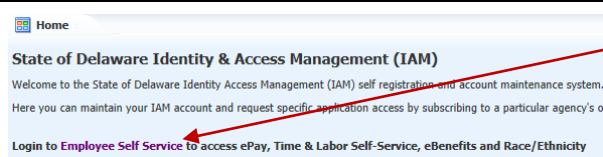
Click **Home**.





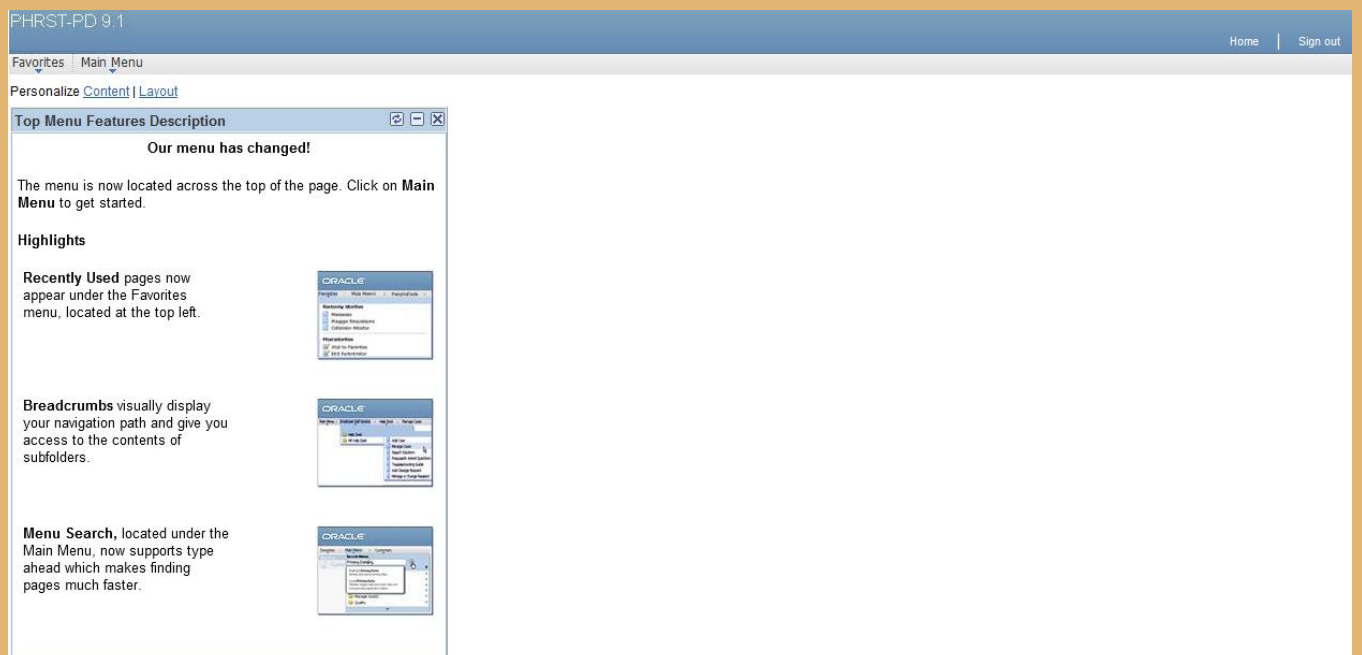
### Access Employee Self-Service to View ePay, eBenefits, Time & Labor and Race/Ethnicity Designation

The **State of Delaware Identity & Access Management (IAM)** home page opens.



Click **Login to Employee Self-Service**.

The **Employee Self-Service** page opens



- You have successfully reset your initial default password, registered your challenge questions and registered your State of Delaware work email address.
- You are ready to view your paycheck, eBenefits, Time & Labor and Race/Ethnicity Designation (if applicable).